



कर्मचारी भविष्य निधि संगठन

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

**EMPLOYEES' PROVIDENT FUND ORGANISATION**

(Ministry of Labour & Employment, Govt. of India)

मुख्य कार्यालय / Head Office

भविष्य निधि भवन, 14-भीकाजी कामा प्लेस, नई दिल्ली-110 066.

Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi – 110 066.

No. C-I/011(16)2020-21/ABRY/1179

Date: 01.02.2021

To,

All Addl. CPFCs in charge of Zones  
All RPFCs in charge of Regional Offices  
All OICs in charge of District Offices

**Sub: Deployment of electronic facility at Employer Interface of EPFO's Unified Portal for Principal Employers to view EPF compliances of their Contractors & contract workers.**

Sir,

The EPF & MP Act, 1952 defines employee u/s 2 (f) as any person who is employed for wages in any kind of work, manual or otherwise, in or in connection with the work of an establishment, and who gets his wages directly or indirectly from the employer and includes any person employed by or through a contractor in or in connection with the work of the establishment.

Many employers outsource business processes of their establishment to contractors and also engage workers in or in connection with the work of the establishment by or through contractors and in such cases employer's liability under EPF & MP Act, 1952 is payable by the Principal employers. The contractors are registered independently as establishment with EPFO and they are required to report EPF compliance in r/o workers provided to their Principal Employers through ECRs. The UANs of the workers and the attendance / wage payment records are verified by the Principal employers to settle the claims.

Now with deployment of aforesaid facility,

1. EPFO registered employers engaging employees by or through contractor(s) can add the details of contractor(s), contract amount, tenure & UANs of contract employees at Employer Interface of EPFO's Unified Portal: <https://unifiedportal-emp.epfindia.gov.in/epfo/>

Principal Employers not registered with EPFO can register on above Portal with Income Tax TAN to receive Login/password for adding details of their contractors & contract workers.

2. On adding contractor's & employees details, principal employer can view through their login the employee wise remittance made by contractors through ECR for any wage month during tenure of contract.
3. Principal employer can view whether the employer's share of EPF contributions (13% of contract worker's wages) paid by the principal employer has been remitted by the contractor in r/o all contract workers or not.

Pg. 2

The facility ensures ease of compliance with provisions of Sec 8A of the Act read with Para 30 and 32 of the EPF Scheme, 1952 by Principal employers and compliance to provisions of Para 36-B of the EPF Scheme, 1952 by the contractor establishments and extension of membership of Scheme and remittance of contributions in respect of all contract workers.

A write up on the procedure of registration as principal employer, adding contractor and employee details, compliance dash board for employers is attached for clarity and guidance of the Principal employers and contractor establishments.

The Zonal Offices and Regional Offices shall conduct webinars with major establishments engaging services of contract employees and major manpower suppliers to disseminate information for ease of compliance and enrollment of all contract workers as members of Schemes and timely remittance of their contributions. A Power point presentation on the facility is attached for use in the webinars.

Any doubts or queries regarding the facility may be addressed to the DD (IS) at NDC through email on [harsh.kaushik@epfindia.gov.in](mailto:harsh.kaushik@epfindia.gov.in).

(This issues with the approval of the Central Provident Fund Commissioner)

Yours faithfully



(Pankaj Raman)

Addl. CPFC (Compliance)

Encl: As above

## Facility for Principal Employer to view compliances of their employees engaged by or through Contractors

A new facility has been added in the login of all employers to declare their Contractors (registered with EPFO) and the period of contract so that they as Principal employers may through their login view & monitor the compliance in respect of their contract employees reported in ECR by their contractors.

Under the EPF & MP Act, 1952 the definition of employee in section 2 (f) includes a person employed indirectly by or through a contractor.

With this facility, Principal Employers can view the amount of wages on which the EPF dues have been remitted by the contractor as compared to the wages and EPF employer's share paid to contractor under the contract.

Benefit schemes of PMRPY & ABRY are being operated by the Central Government under which contractor as independently registered estts claim the Employee's and Employer's Share of EPF contributions from Central Government.

Now Principal Employers through this facility can view such benefits claimed from Central Govt. by their contractors in respect of their contract employees & regulate their payments to contractor accordingly.

## PROCESS FLOW FOR PRINCIPAL EMPLOYER (who are registered as establishment with EPFO) AND CONTRACTOR FUNCTIONALITIES

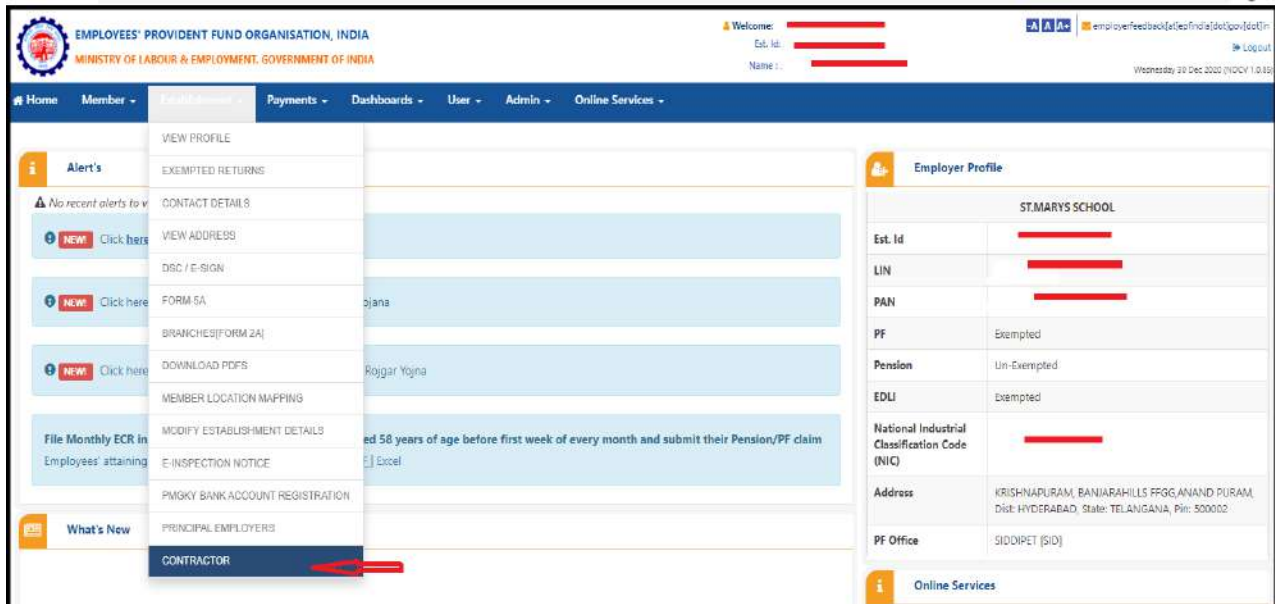
- ❖ URL: Enter the URL in URL Bar <https://unifiedportal-emp.epfindia.gov.in/epfo/>.
- ❖ The link for both Principal Employer and Contractor are inside the login of each establishment covered under EPF & MP Act.



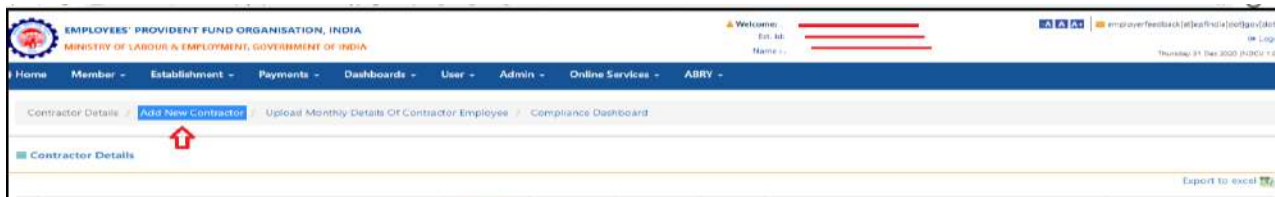
For a Principal Employer

## Adding a Contractor

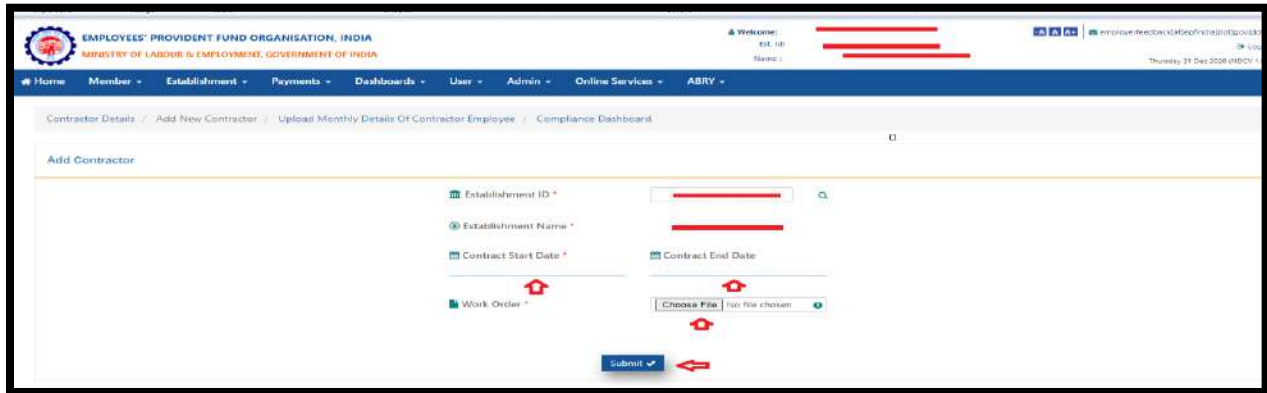
- ❖ Use the Menu **Establishment>>Contractor**



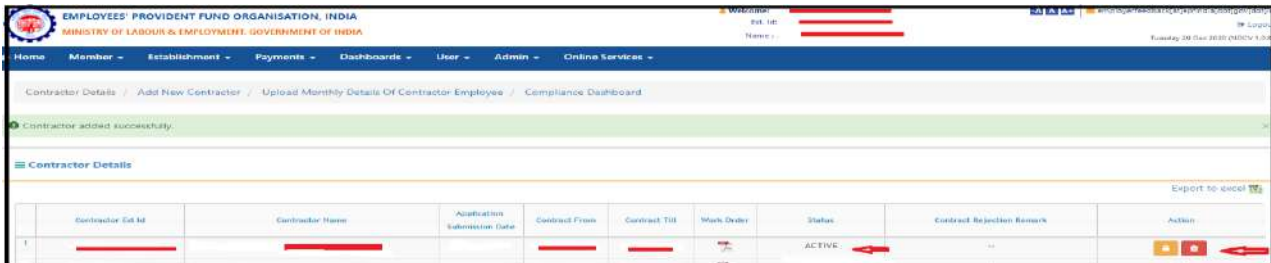
- ❖ Here Principal Employer can add new contractor through 'Add New Contractor' Link. Click on the link.



- ❖ After clicking on the **add new contractor** link. A new page will be displayed. Now Enter 'Establishment ID' of Contractor and click the search link. (Click of this search is necessary to display the name of contractor establishment else Submit Button will give error message.
- ❖ Name of the contractor establishment will be displayed. In case the name displayed shows that a wrong id was entered , enter the correct id and search to display.
- ❖ Enter 'Contract start date' (mandatory), 'Contract end date' (if available), and Upload 'Work order' file (pdf file upto 2 MB only) then click on the 'Submit' button. **Of the work order relevant or first page that shows the name of contractor and period of contract is sufficient to upload.**



- ❖ After a new contractor is added, contractor details page will be displayed. Here principal employer can see the details of all added contractors in the grid. However if the Principal Employer finds that he has added a wrong establishment he can delete the added contractor establishment.
- ❖ The fact of adding a contractor by a Principal Employer will be immediately displayed in the login of the Contractor with the name and code number of the Principal Employer.



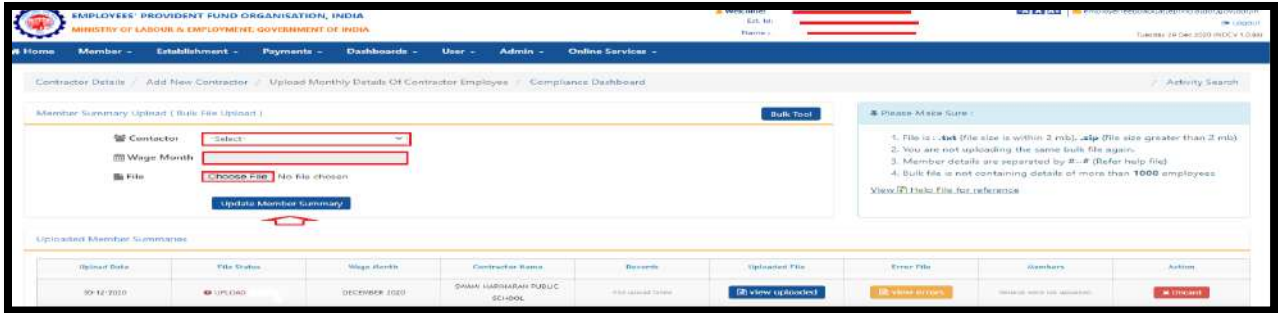
- Once the Principal Employer has added a contractor, he will be able to view the compliance in respect of the contract employees working for it during the contract period through the following process:



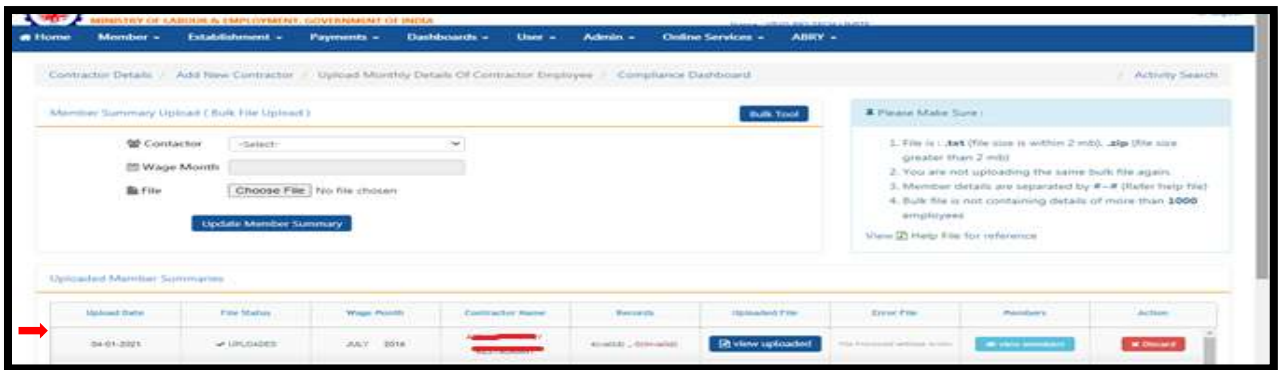
**Upload Monthly Details of Contract Employee**

- ❖ Through 'Upload Monthly Details of Contract Employee' link, principal employer can upload the following details:
- ❖ Select the 'Contractor' from list, select 'Wage month' and 'File' from 'Choose File' button (File should contain UAN, Name of contract employee, his wages on which payment made to the contractor and number of working days. Details of wages and number of working days is not mandatory. For knowing the format of the upload file click on button 'View Help file for reference').
- ❖ Upload of the wages will help the Principal Employer to compare the wages on which the contractor has actually paid the PF dues.
- ❖ Only those months can be selected which fall under the period of contract.



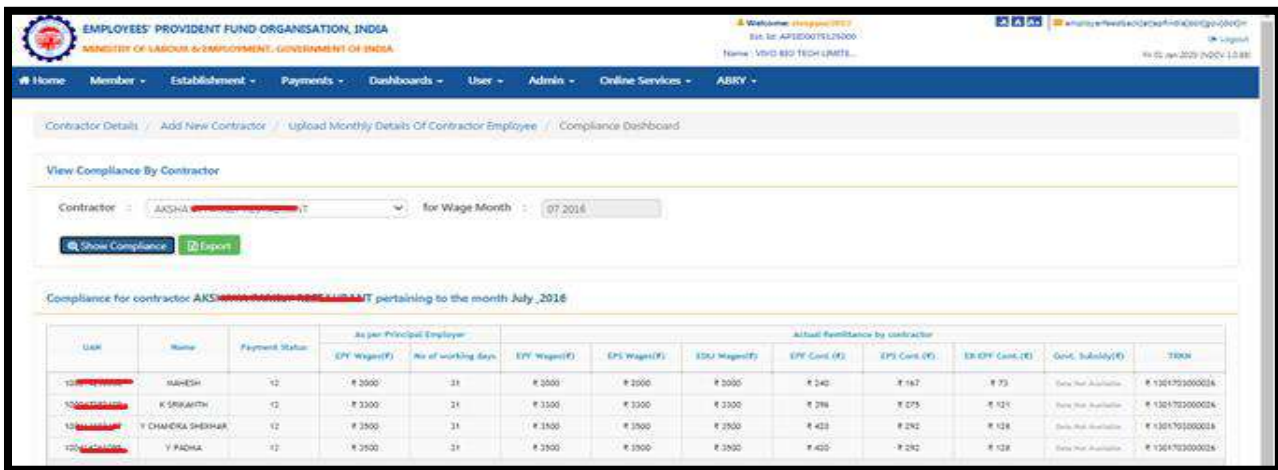


- ❖ After press of 'Update Member Summary', the details will be shown in grid 'Uploaded Member Summaries'.



### View the compliance by the Contractor

- ❖ 'Compliance Dashboard' is available for principal employer to check payment status of contractor employees.

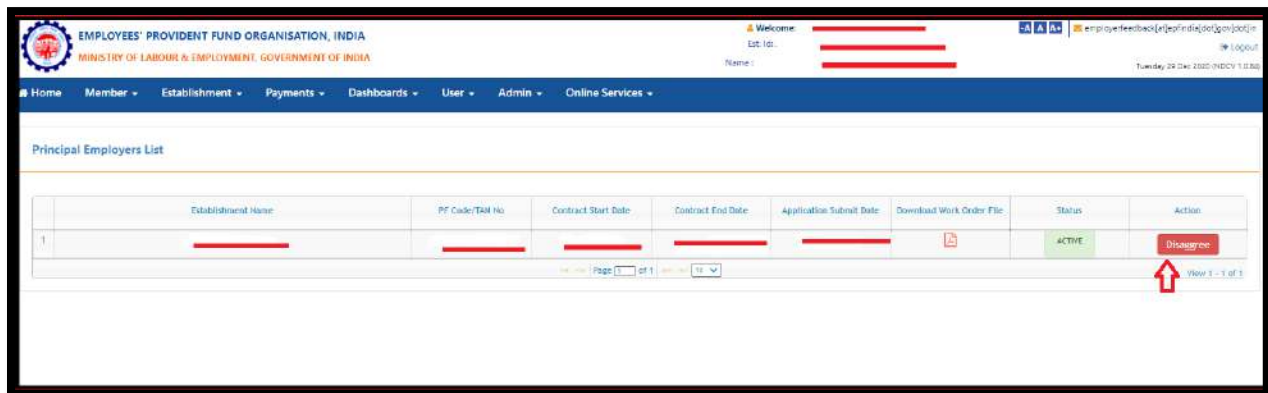


It will display the data if the contractor has uploaded or paid the ECR and the wages on which the payment is made. It will also show the amount of Government subsidy under a Scheme.

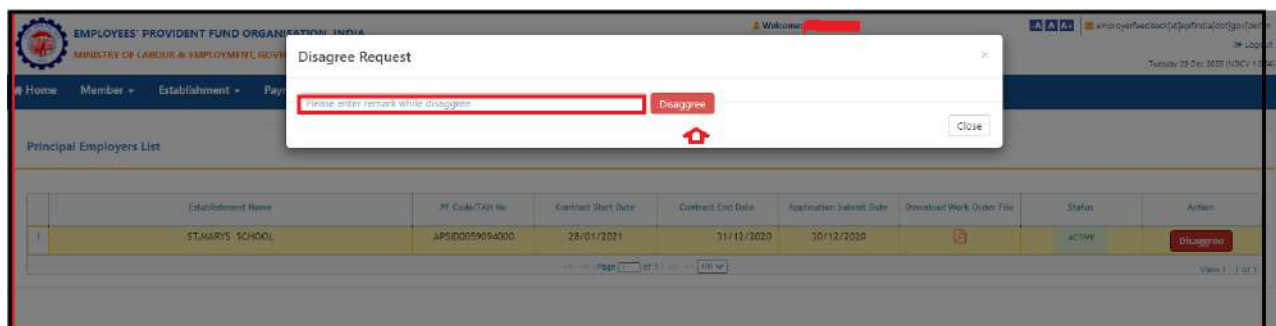
## IN THE LOGIN OF A CONTRACTOR ESTABLISHMENT

After login, click on **Establishment** menu & submenu will be displayed. Click on **principal employer** Llnk.

- ❖ In case any Principal Employer has added the establishment as a contractor, the details will be visible.
- ❖ The contractor can see the period of contract and the copy of the work order.
- ❖ In case he finds that there is some error in the period of contract or that he has never been a contractor for the establishment, he can disagree and record his remarks.



- ❖ Clicking on Disagree Button, a new popup window will display. Enter the disagree content & click on the disagree button.

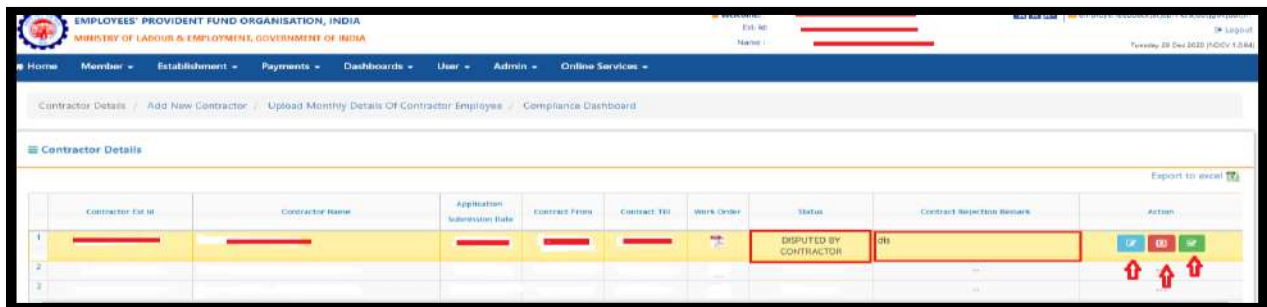


On submit, the fact of disagreement will be immediately displayed in the login of the Principal Employer.

The Principal Employer can agree with the dispute and delete the details if the establishment was not his contractor or edit the period if it was wrongly entered. However, the Principal Employer can also Reconfirm the fact. Then no further dispute can be raised. The fact of reconfirmation means that the Principal Employer is confirming that he has hired the contractor and thus is taking the responsibility for the contract employees through this contractor.

## RESOLUTION OF DISAGREEMENT BY PRINCIPAL EMPLOYER AGAINST CONTRACTOR'S OBSERVATION

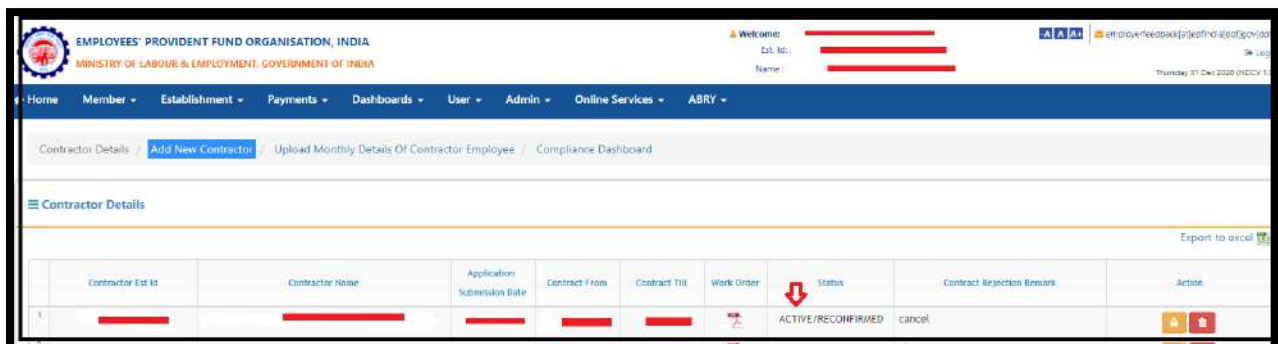
- ❖ The list of contractors added may be opened through the Establishment>>Contractor link.
- ❖ In case the Contractor Establishment has disputed the fact of adding him as a contractor, the status of contractor in the list will be displayed as Disputed by Contractor and the Remarks made by him will also be displayed.
- ❖ Three option buttons are available under Action. **Edit, Delete and Reconfirm.**
- ❖ **Edit Button:** Through edit button, principal employer can edit contract date and work order file of the contractor.
- ❖ **Delete Button:** Through delete button, principal employer can delete the record of added contractor.



The screenshot shows the 'Contractor Details' page in the EPFO portal. A table lists contractor records. The first record is highlighted in yellow and has a status of 'DISPUTED BY CONTRACTOR'. The 'Action' column for this record contains three buttons: 'Edit', 'Delete', and 'Reconfirm'.

Contractor Est. Id	Contractor Name	Application Submission Date	Contract From	Contract Till	Work Order	Status	Contract Rejection Remark	Action
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	DISPUTED BY CONTRACTOR	[REDACTED]	[Edit] [Delete] [Reconfirm]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[Edit] [Delete] [Reconfirm]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[Edit] [Delete] [Reconfirm]

- ❖ **Reconfirm:** If the Principal Employer finds the dispute by the Contractor to be wrng and that he has added correct establishment with correct period, he can Reconfirm and that will make the status of the Contractor Active/Reconfirmed and thereafter no further dispute can be raised by the contractor. The Principal Employer can upload the UAN list and view compliance.



The screenshot shows the 'Contractor Details' page in the EPFO portal. The table now shows the contractor record with a status of 'ACTIVE/RECONFIRMED'. The 'Action' column for this record contains two buttons: 'Cancel' and 'Reconfirm'.

Contractor Est. Id	Contractor Name	Application Submission Date	Contract From	Contract Till	Work Order	Status	Contract Rejection Remark	Action
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	ACTIVE/RECONFIRMED	cancel	[Cancel] [Reconfirm]

## Registration of a principal employer not covered under the EPF and MP Act 1952 & not registered with EPFO



- Such Principal Employers like the Railways, CPWD, Government Departments can also utilize the facility for viewing the compliance by their contractors and can know of the exact amount of subsidy received against their contract workers.
- Such Principal Employers are not required to take a PF Registration Number.
- They can register themselves for this purpose through their TAN.
- This also facilitates bigger Principal Employers to have registrations by each if the DDO who are having the TAN for the Unit to register and add the contractors. So bigger Organisations like Railways will not have any issue since each unit may have a separate TAN.
- No registration number is required since the TAN will be the user id for login post registration.
- Application process is simple and based on TAN and the applicant needs only to know the NIC Classification of its Organisation.

**Step1:** <https://unifiedportal-emp.epfindia.gov.in/epfo/>

The screenshot shows the homepage of the Employees' Provident Fund Organisation, India. The header includes the EPFO logo and the text 'Employees' Provident Fund Organisation, India' and 'Ministry of Labour & Employment, Government of India'. The navigation bar contains 'Technical Help : 18001-18005 (Toll Free) - Timing : 8:15 AM to 6:45 PM' and 'Contact Us'. The main content area features a banner image of workers. Below the banner are three columns: 'Welcome Employers' with a notification 'No recent alerts to view.', 'Important Links' with a list of services including 'Common Registration Under (EPFO & ESIC)', 'Common ECR (EPFO & ESIC)', 'Employees' Provident Fund Organisation, India', 'Pradhan Mantri Rojgar Pratsahan Yojana (PMRPY)', 'Shram Suvidha Portal', 'Employer Registration for Pre-ore Establishments', and 'Uncovered Principal Employer Registrations' (highlighted in red), and 'What's New' with recent updates including 'EPFO services are now available on the UMANG (Unified Mobile APP for New Governance)', 'The UMANG APP can be downloaded by giving a missed call 9718397183', 'The APP can also be downloaded from UMANG website or from the play/app stores', 'Erstwhile EPF mobile services are being discontinued', 'The ECR format has been revised and it will be UAN based without the erstwhile member id. Please see the reference documents.', 'Online payments through Multi banking introduced.', and 'UAN upfront allotment introduced.'

**Step 2:** Important links>>Uncovered Principal Employer Registration

Government of India  
 Technical Help : 18001-18005 (Toll Free) - Timing : 9:15 AM to 9:45 PM - Contact Us

**Employees' Provident Fund Organisation, India**  
 Ministry of Labour & Employment, Government of India

Register Uncovered Principal Employer

Home / Register Uncovered Principal Employer

**Establishment Details**

TAN \*  Establishment Name \*

Address Line 1 \*  Address Line 2

City \*  State \*

District \*  Pin Code \*

Authorized Person Name \*  Authorized Person Designation \*

Mobile Number \*  Email \*

**National Industrial Classification Code (NIC - 2008)**

Section \*  Division \*

Group \*  Class \*

Subclass \*

**Set Password**

Password \*  Confirm Password \*

Capcha

Enter Capcha \*

After successful registration user id is same as TAN and password is same as set at the time of registration.

**Step 3:** Log in using user id and password using link uncovered Principal Employer 'Sign In'

**Step 4:** After login, process flow is same as principal employer covered under the EPF and MP Act.

The authorized person who has applied will have the facility to change the mobile , e-mail id and also the name of the Authorised Person against the registration in case of his transfer.

**Facility for Principal Employers  
to view compliances of their  
employees engaged by or  
through Contractors**

# EPFO launches electronic facility for Principal Employers to view EPF compliances of their Contractors

- Now, EPFO registered employer engaging employees through contractor(s) can add the details of contractor(s) & contract employees at Employer Interface of EPFO's Unified Portal: <https://unifiedportal-emp.epfindia.gov.in/epfo/>
- Principal Employers not registered with EPFO can register on above Portal with Income Tax TAN to receive Login/password for adding details of their contractors & contract workers.
- On adding contractor's & employees details, principal employer can view through their login the employee wise remittance made by contractors through ECR for any wage month during tenure of contract.
- Principal employer can view whether the employer's share of EPF contributions (13% of contract worker's wages) paid by the principal employer has been remitted by the contractor in r/o all contract workers or not.
- Please visit <https://unifiedportal-emp.epfindia.gov.in/epfo/> for details.

# Process of adding Contractors

- Any employer engaging employees through contractor(s), can add the details of contractor estts at Employer Interface of Unified Portal.

URL: <https://unifiedportal-emp.epfindia.gov.in/epfo/>



# Process flow: Adding Contractors

Use the Menu Establishment>>Contractor

The screenshot displays the EPFO India website interface. At the top, the logo and name 'EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA' are visible, along with the 'MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA'. A navigation bar includes links for Home, Member, Payments, Dashboards, User, Admin, and Online Services. A user profile section shows a welcome message and fields for Est. ID, Name, and a Logout button. The main content area is divided into three columns. The left column contains 'Alert's' and 'What's New' sections. The middle column features a dropdown menu for 'Establishment' with various options like 'VIEW PROFILE', 'EXEMPTED RETURNS', 'CONTACT DETAILS', 'VIEW ADDRESS', 'OSC / E-SIGN', 'FORM 54', 'BRANCHE (FORM 2A)', 'DOWNLOAD PDF'S', 'MEMBER LOCATION MAPPING', 'COPY ESTABLISHMENT DETAILS', 'E-INSPECTION NOTICE', 'PFMSKY BANK ACCOUNT REGISTRATION', 'PRINCIPAL EMPLOYERS', and 'CONTRACTOR'. The 'CONTRACTOR' option is highlighted with a red arrow. The right column shows the 'Employer Profile' for 'ST.MARYS SCHOOL', listing details such as Est. ID, LIN, PAN, PF status (Exempted), Pension (Un-Exempted), EDI (Exempted), National Industrial Classification Code (NIC), Address (KRISHNAPURAM, BANJARA HILLS PFUG, ANAND PURAM, Dist: HYDERABAD, State: TELANGANA, Pin: 500002), and PF Office (SIDDI PET (SD)).



# Process Flow: Adding Contractors

- Provide the PF Code of contractor and contract details

The screenshot displays the 'Add Contractor' form within the Employees' Provident Fund Organisation, India portal. The form includes the following fields and elements:

- Establishment ID \***: A text input field with a search icon.
- Establishment Name \***: A text input field.
- Contract Start Date \***: A date picker field.
- Contract End Date**: A date picker field.
- Work Order \***: A file upload field with a 'Choose File' button and 'No file chosen' text.
- Submit**: A blue button with a checkmark icon.

The form is titled 'Add Contractor' and is part of a navigation menu that includes 'Contractor Details', 'Add New Contractor', 'Upload Monthly Details Of Contractor Employee', and 'Compliance Dashboard'. The portal header includes the logo of the Employees' Provident Fund Organisation, India, and the Ministry of Labour & Employment, Government of India. The user is logged in as 'employeehr@epfo.gov.in' and the date is Thursday, 01 Dec 2023 (IST).

# Uploading employees details

Principal Employer can upload details of employees engaged by or through contractor every month.

The screenshot displays the EPFO India web portal interface for uploading contractor employee details. The page title is "Member Summary Upload (Bulk File Upload)". The form includes fields for "Contractor" (a dropdown menu), "Wage Month" (a text input field), and "File" (a "Choose File" button). A red arrow points to the "Update Member Summary" button. To the right, a "Please Make Sure" box lists four instructions: 1. File is .xls (file size is within 2 mb), .xlsx (file size greater than 2 mb); 2. You are not uploading the same bulk file again; 3. Member details are separated by #=# (refer help file); 4. Bulk file is not containing details of more than 1000 employees. Below the form is a table titled "Uploaded Member Summary" with columns: Upload Date, File Status, Wage Month, Contractor Name, Records, Uploaded File, Error File, Remarks, and Action. The table contains one row with the following data: Upload Date: 10-12-2021, File Status: UPLOAD, Wage Month: DECEMBER 2021, Contractor Name: SRINI HANMAN PUBLIC SCHOOL, Records: File upload failed, Uploaded File: view uploaded, Error File: view error, Remarks: Records are not uploaded, Action: Discard.

Upload Date	File Status	Wage Month	Contractor Name	Records	Uploaded File	Error File	Remarks	Action
10-12-2021	UPLOAD	DECEMBER 2021	SRINI HANMAN PUBLIC SCHOOL	File upload failed	<a href="#">view uploaded</a>	<a href="#">view error</a>	Records are not uploaded	<a href="#">Discard</a>

# Contractor Compliance view Dashboard

Principal Employer can view the month wise compliances made by contractor through ECR in r/o of each contract employees uploaded

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome **prince@PF**  
Sta. Id: AP100071125008  
Name: VSDI BPO TECH UNIT...  
Login  
Fri, 12 Jun 2016 13:55

Home Member Establishment Payments Dashboards User Admin Online Services ABRV

Contractor Details / Add New Contractor / Upload Monthly Details Of Contractor Employee / Compliance Dashboard

View Compliance By Contractor

Contractor : AKSHAI [REDACTED] for Wage Month : 07 2016

Show Compliance Export

Compliance for contractor AKSHAI [REDACTED] pertaining to the month July, 2016

UAN	Name	Payment Status	As per Principal Employer				Actual Remittance by contractor					
			EPF Wages(₹)	No. of working days	EPF Wages(₹)	EPS Wages(₹)	EDLI Wages(₹)	EPF Cont.(₹)	EPS Cont.(₹)	EDLI EPF Cont.(₹)	Govt. Subsidy(₹)	TSDM
[REDACTED]	RAJESH	11	₹ 2000	31	₹ 2000	₹ 2000	₹ 2000	₹ 340	₹ 167	₹ 73	Govt. Subsidy	₹ 1301703000019
[REDACTED]	K. SRIKANTH	11	₹ 3300	31	₹ 3300	₹ 3300	₹ 3300	₹ 396	₹ 275	₹ 131	Govt. Subsidy	₹ 1301703000019
[REDACTED]	Y. CHANDRA SHEKHAR	11	₹ 2500	31	₹ 2500	₹ 2500	₹ 2500	₹ 425	₹ 291	₹ 128	Govt. Subsidy	₹ 1301703000019
[REDACTED]	Y. PADMA	11	₹ 2500	31	₹ 2500	₹ 2500	₹ 2500	₹ 425	₹ 291	₹ 128	Govt. Subsidy	₹ 1301703000019